

# State of California



[www.ciwmb.ca.gov](http://www.ciwmb.ca.gov)

# CEA

## *CAREER EXECUTIVE ASSIGNMENT*

### *Examination Announcement*

Equal Opportunity Employer – "Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, medical condition, disability, religious or political affiliation, age, or sexual orientation." "It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants."

**POSITION:** Assistant Director, Office of Education and the Environment

**LEVEL:** CEA Level 1

**SALARY RANGE:** \$5768 - \$7324

**FINAL FILING DATE:** June 29, 2006

#### **DUTIES/RESPONSIBILITIES**

*Policy Development* – in conjunction with a deputy secretary of Cal/EPA acts as co-manager for the Education and Environment Initiative (EEI) project for a model curriculum; responsible for the development, monitoring, and maintenance of the EEI model curriculum; responsible for coordination of information to all EEI partners (i.e., Cal/EPA, Resources Agency, California Department of Education, non-governmental organizations, National Geographic Society, etc.); responsible for the development, monitoring, and maintenance of statewide environmental education programs and policies that cross departmental lines with Cal/EPA, and for maintaining legislatively mandated education efforts within the CIWMB; identifies long-term environmental education needs and concepts with each of the Boards, Departments, and Offices (BDOs with Cal/EPA), focusing on integrating strategies that can approach the environment as a system; develops and coordinates the policies used by the California Integrated Waste Management Board (CIWMB), all other BDOs, Cal/EPA, the federal government and other state education associations and organizations; coordinates the development of policies among Agency BDOs and ensures that policies are consistent, comprehensive, effective, and efficient on a statewide basis; and ensures that policy development is consistent with the Governor's new education priorities, legislative mandates and California Department of Education initiatives.

*Intra-Agency Strategic Planning* – assists BDOs in identifying long-term programmatic needs and identifying, developing, and implementing specific goals and objectives. Coordinates implementation through a team approach, utilizing scientific representation from each of the BDOs, as well as an advisory team comprised of members of the public and private sector.

*Inter-Agency Coordination* – partners with the California Department of Education to ensure that education standards and state of the art pedagogy are incorporated into products and are marketed through CDE networks (California Regional Environmental Education Community Network). Seeks opportunities to network and coordinate efforts with the Resources Agency and its incumbent departments.

*External Organizational Coordination* – works with major state and national environmental education organizations to promote Cal/EPA policy initiatives related to education and the environment (i.e., California Environmental Education Interagency Network, K-12 Alliance, Golden State Environmental Education Consortium, National Environmental Education Advancement Project).

### **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

#### **Either I**

Must be a State civil service employee with permanent civil service status.

#### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### **Or III**

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledges and abilities:

- A. **Knowledge of:** The organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of the public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Board's or Agency's Equal Employment Opportunity (EEO) Program; processes available to meet EEO objectives; and a manager's role in EEO.
- B. **Ability to:** Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; arrive at sound decisions; manage programs effectively and efficiently; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the general public, special interest groups; lobbyists; influential industry members; and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Board's or Agency's EEO objectives.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

### **DESIRABLE QUALIFICATIONS**

- 1) Possess adeptness as a leader and decision-maker, yet diplomatic enough to carry out the broader Cal/EPA Education and Environment Initiative goals while maintaining excellent rapport with intra-agency and external stakeholders;
- 2) Knowledge of Integrated Waste Management Act of 1989, AB 1548 (Pavely, Chapter 665, Statutes of 2003) and other laws implemented by the CIWMB;
- 3) Knowledge of Cal/EPA's goals and objectives, and its environmental and education policy issues;
- 4) Knowledge of principles and techniques of education curriculum development and the complexities of integrating cross media education priorities;
- 5) Knowledge of principles and techniques of strategic planning;
- 6) Knowledge of design, administration, and evaluation of public policy;
- 7) Knowledge of negotiation and interpersonal communication techniques.

### **EXAMINATION INFORMATION**

The examination process will consist of a standard State application (STD 678), resume, **and** Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications" listed above, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Therefore, it is to your advantage to invest the time and effort to completely describe your knowledge, skills and abilities. Failure to demonstrate sound organizational structure, clarity, and correct mechanics (spelling, grammar, and punctuation) will result in your Statement of Qualifications being disqualified.

All candidates will be ranked competitively and notified of examination results. The results of this examination may be used only to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained. However, the California Integrated Waste Management Board may elect to consider new applicants in addition to those previously screened.

Based on the screening committee's evaluation of the competitive group, interviews may be conducted as part of the examination process. *(Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)*

### **FILING INSTRUCTIONS**

Submit the following:

- Standard State application (STD 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the minimum qualifications.
- The Statement of Qualifications must describe your management philosophy along with specific examples of your experience, knowledge, skill and abilities for the seven "Desirable Qualifications" factors listed above for this position. The Statement of Qualifications should be typed with a font (Courier or Times New Roman) no smaller than 10 pitch and must not exceed three pages in length. Completion of the Statement of Qualifications is **MANDATORY**. Failure to submit a completed Statement of Qualifications with a State application (STD 678) will result in elimination from the examination.

### **NOTE:**

The Statement of Qualifications should elicit a broad range of information regarding knowledge, skills, and potential to effectively perform the functions of an Assistant Director, Office of Education and the Environment, CEA Level 1. You should, therefore, provide a concise response or description of your achievements and experience. Do not make reference to your original application. Do not attach curriculum vitas, resumes, or other related material. The Statement of Qualifications is intended to supplement the resume, not duplicate. Information that is submitted cannot be returned.

All interested applicants should submit their application, resume and Statement of Qualifications to:

<b>MAILING ADDRESS</b> CA Integrated Waste Management Board Administrative Services Branch Attention: Rita Miranda P.O. Box 4025 Sacramento, CA 95812-4025	<b>Delivered In Person</b> CA Integrated Waste Management Board Administrative Services Branch Attention: Rita Miranda 1001 I Street Sacramento, CA 95814
---	--

Applications may be obtained at California Integrated Waste Management Board, local offices of the Employment Development Department and on the State Personnel Board's web site [www.spb.ca.gov](http://www.spb.ca.gov).  
**SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

Applications must be submitted by June 29, 2006, the final filing date. Mailed applications must be POSTMARKED by the United States Postal Service; applications personally delivered or received via interoffice mail must be received and stamped by CIWMB's Examination Unit no later than CLOSE OF BUSINESS-5:00 p.m. on the final filing date. Faxed applications will not be accepted.

**SPECIAL TESTING**

If you need reasonable accommodations, mark the appropriate box in Question 2 on your application. You will be contacted to make specific arrangements.

**QUESTIONS**

Questions regarding the examination process should be directed to: Rita Miranda at [rmiranda@ciwmb.ca.gov](mailto:rmiranda@ciwmb.ca.gov) or at (916) 341-6097. Questions regarding the position should be directed to: Kellie Messenger at [kmesseng@ciwmb.ca.gov](mailto:kmesseng@ciwmb.ca.gov) at (916) 341-6125.

TDD is Telecommunications Device for the Deaf and is reachable only  
from telephones equipped with a TDD device.  
From TDD Telephones: 1-800-735-2929  
From Voice Telephones: 1-800-735-2922